

# **Compendium of Police Orders 2014**



**West Bengal Police Directorate**



## Index

<b>Police Order No</b>	<b>Subject</b>	<b>Date</b>	<b>File No</b>	<b>Page No</b>
01	Formation of a Special Operation Group (SOG) to monitor the activities of militant organizations in North Bengal.	09.01.14	<u>Adm/C</u> 25/2014	03
02	Range Board for promotion to the rank of ASI(UB/AB).	21.01.14	<u>PER/A</u> 146/2010	05
03	Short Inspections of Police Stations / IC's by supervising officers.	12.03.14	<u>Adm/C</u> 159/2014	07
04	Promotion policy of SI posted in the specialized branches of CID.	28.04.14	<u>PER/GA-II</u> 45/13	08
05	Structure and Functioning of District Protection of Women & Children Cell (POWC).	14.07.14	<u>Adm/C</u> 253/2014	09
06	Not issued			
07	Modalities & functioning of Indian Reserve Battalions (1st & 2nd) in W.B Police.	30.08.14	<u>ORG</u> 115/02 (Pt-III)	11
08	Format for writing Progress Reports for Special Report Cases.	02.09.14	<u>Adm/C</u> 392/2014	18
09	Modalities & functioning of Lady Rapid Action Force (RAF).	11.11.14	<u>ORG</u> 113/13(Pt)	24
10	Role and responsibilities of Pilot Car / Lead Security Mobile Car	21.11.14	<u>ORG</u> 105/14	26
11	Extract of Arming Policy		<u>EQ/ARM</u> 36/11	29

## Index in Category Wise

<b>Police Order No</b>	<b>Subject</b>	<b>Category</b>	<b>Previous Police Order No</b>
01	Special Operation Group (SOG)- Formation of a monitor the activities of militant organizations in North Bengal.	Special Police Units	-
02	Range Board- For promotion to the rank of ASI(UB/AB)	Promotion	2/12, 01/1993
03	Short Inspections- Police Stations / IC's by supervising officers.	Inspection	-
04	Promotion policy -SI posted in the specialized branches of CID.	Promotion	-
05	Protection of Women & Children Cell (POWC)- Structure and Functioning of District.	Duties & Functions	6/05,10/05,09/10, 07/11, 09/11.
06	Not issued		
07	Indian Reserve Battalions (1st & 2nd) in W.B Police- Modalities & functioning.	Special Police Units.	-
08	Special Report Cases (S.R Cases)- Format for writing Progress Reports.	Investigation & Supervision	05/2011
09	Lady Rapid Action Force (RAF)- Modalities & functioning.	Special Police Units	03/1999, 01/2000
10	Pilot Car / Lead Security Mobile Car- Role and responsibilities of	Duties & Functions	-

**Office of the Director General of Police & Inspector General of Police  
West Bengal, Nabanna, Howrah.**

**Police Order No. 1 /2014**

**Dtd. 09.01.2014.**

Keeping in view the sudden spurt in activities of militant organizations in North Bengal, especially the Kamtapuri Liberation Organization in recent days, it is felt that a dedicated Special Operation Group is the need of the hour to effectively monitor and counter such activities. Accordingly, it has been decided to form a Special Operation Group under the overall supervision and guidance of DGP & IGP, Coastal Security, West Bengal.

The day to day activities and the operations of the S.O.G. will be monitored by the Commissioner of Police, Siliguri assisted by one DCP/ ADCP in whose jurisdiction the S.O.G. should be suitably located. The Special Operation Group will further be divided into three Sub-Groups for various activities.

The Sub-Groups would be as under:

**1) Special Intelligence Cell**

The main function of the Special Intelligence Cell will be cultivation of suitable contacts and sources among the various militant groups operating in North Bengal, particularly the KLO, ULFA and NDFB. Further the Group will be responsible for analysis of human and technical intelligence inputs and to provide the same to the Operation Group for formulating the operations against the militant organizations. This group will be headed by DIG, Jalpaiguri Range assisted by SS, IB, North Bengal.

**2) Operation Group**

The Operation Group will consist of Officers and men having actual field experience in planning and execution of operation, based on the intelligence inputs provided by the Special Intelligence Cell. The Group will work in close co-operation with the SPs of North Bengal under the supervision of the IG, North Bengal and Commissioner of the Police, Siliguri under the guidance of DGP, Coastal Security, West Bengal. The need based co-operation of other agencies like IB, West Bengal, CID, West Bengal, Assam Police as well as the Central IB will be taken for successful culmination of the operation. The area of operation of the Special Operation Group will cover all the districts of North Bengal and in certain cases to any other place of the State except Kolkata with the approval of the DG & IGP, West Bengal.

The composition of the above 2 sub-groups will be worked out under the guidance of DGP, Coastal Security, West Bengal.

**3) Investigation**

The CID will form an SIT to investigate important cases of violence and subversive activities by KLO/ terrorists in all the districts of North Bengal. CID

will also provide necessary help to the districts in the investigation of the cases relating to KLO/ terrorist activities. The CID will monitor the day to day progress of the cases investigated by it in various Courts of North Bengal and other places including the bail matters etc. ADG, CID will ensure that the SIT is properly manned and supervised.

The CID will work in close co-ordination with the S.O.G. and take their assistance in the investigation of these cases. SS, CID, Siliguri shall be a member of the S.O.G.

### **Logistics / manpower :**

#### **1) Manpower**

The various Units of the SOG will be manned by Officers and men with adequate experience in tackling activities of the militant groups from the districts of North Bengal. The Officers and men will be selected by the DGP & IGP, Coastal Security, West Bengal in consultation with the Commissioner of Police, Siliguri, IGP, North Bengal and SPs of North Bengal. The number of Officers and men required for the S.O.G. will be decided by the DGP & IGP, Coastal Security, West Bengal as per the need.

#### **2) Arms, Ammunition & Other Equipments**

The Officers of S.O.G. will be adequately equipped with sophisticated arms and ammunition, B.P. jackets, B.P. helmets, PATKA etc. In addition, they will be provided with necessary navigational equipments like G.P.S., Digital Maps, Night Vision Devices and Search Light etc.

#### **3) Communication & Transport**

The S.O.G. will be provided with adequate number of small vehicles, motor cycles and other communication equipments like wireless sets, mobile phones, computers, internet facilities and fixed landlines etc. for operational purposes. The above facilities will be provided by CP, Siliguri and respective districts, as per requirement. Police Directorate shall provide necessary sanctions, as per requirement, in this regard.

The DG & IGP, Coastal Security, West Bengal and in-charge of S.O.G. will report to DGP & IGP, West Bengal regarding the activities of the S.O.G., at regular intervals.

Sd/-  
G.M.P.Reddy  
Director General & Inspector  
General of Police,  
West Bengal

{File No- Adm/C-25/14}

## WEST BEGAL POLICE DIRECTORATE WRITERS' BUILDINGS, KOLKATA-1

Police Order No.02 of 2014

Dated: 21.01.14

**Sub : Range Board for promotion to the rank of ASI (Unarmed Branch /Armed Branch)**

Consequent upon creation of new Police Units viz. (1) Siliguri Police Commissionerate (2) ACB, West Bengal and (3) Directorate of Security, it has been decided to regroup the District/ Battalions/ units as follows for preparation of Length-cum Record of Service Board of Constables for promotion to the rank of ASIs (Unarmed Branch/ Armed Branch) :-

Sl No.	Range	Name of District/ unit/ Battalion
1.	CP, Howrah	Howrah Police Commissionerate; Bidhannagar Police Commissionerate; Barrackpore Police Commissionerate; Asansol –Durgapur Police Commissionerate; Siliguri Police Commissionerate.
2.	DIG, Presidency Range	South 24 Parganas; North 24 Parganas; Howrah (Rural); Presendency Range Office.
3.	DIG, Murshidabad Range	Murshidabad; Nadia; Murshidabad Range Office.
4.	DIG, Medinipur Range	PaschimMedinipur; PurbaMedinipur; Bankura; Purulia; Jhargram Police District; Medinipur Range Office.
5.	DIG, Burdwan Range	Burdwan; Hooghly; Birbhum; Burdwan Range Office.
6.	DIG, Malda Range	Malda; DakshinDinajpur; Malda Range Office.
7.	DIG, Jalpaiguri Range	Jalpaiguri; Cooch Behar; Jalpaiguri Range Office.
8.	DIG, Darjeeling Range	Darjeeling; Uttar Dinajpur; Darjeeling Range Office.
9.	DIG, Railways, WB	Kharagpur GRP; Howrah GRP; Sealdah GRP; siliguri GRP; Railways Range Office.
10.	DIG, IB Range	IB, WB; CID, WB; EB,WB; EOI Cell, WB; Telecommunication,WB; SCRB/ PCC, WB; WB Police Directorate; Vigilance Commission, WB; WBHRC; IB, North Bengal, Siliguri; Traffic,WB; IB, Durgapur; WBPRB; Directorate of Security; ACB,WB.

<b>Sl No.</b>	<b>Range</b>	<b>Name of District/ unit/ Battalion</b>
11.	DIG, Armed Police, Barrackpore	SAP 1st Bn; SAP 2nd Bn; SAP 3rd Bn; SAP 6th Bn; SAP 8th Bn; SAP 9th Bn; SSF Bn; Swami Vivekananda State Police Academy, WB, Barrackpore; DIG AP Cell, Barrackpore; CIF,WB; SIG,CIF,WB.
12.	DIG, Armed Police, Durgapur	SAP 7th Bn; SAP 11th Bn; SAP 13th Bn; 1st IR Bn, Durgapur; Armed Police, Durgapur Range Office.
13.	DIG, Armed Police, North Bengal, Siliguri	SAP 4th Bn; SAP 10th Bn; SAP 12th Bn; 2nd IR Bn, Siliguri; Armed Police, North Bengal Range Office.

This order issues in supersession of all previous Orders in this respect and this arrangement will be effective from the date of issue of this order.

**Sd/-**

**G.M.P. Reddy**

**Director General & Inspector  
General of Police, West Bengal**

{File No- **Per/A-146/10**}



**WEST BENGAL POLICE DIRECTORATE**  
**Nabanna, 325 Sarat Chatterjee Road, Howrah-711102**

**Police Order No.03/2014**

**Date : 12.03.2014.**

**Sub : Short Inspection Remarks.**

1. Regular Inspections ensure proper functioning of different Police Units. However, instead of relying solely on annual Inspections it would be beneficial to conduct in-depth short Inspection of any one area of working of Police Units. This will enable inspecting officers to go deep into the subject matter which will give a clear picture of any loopholes and problems so that timely remedial action can be taken.
2. In view of the above, henceforth, whenever a Police Station or subsidiary unit like TOP/ Inspection Centre is visited by a supervisory Officer such as District SP/ SRP/ Range DIG/ Zonal IG/ Addl. DCP/ DCP/ Jt. CP/ CP, the supervisory Officer shall make a short Inspection of any one facet of the Police Station working such as pending UD cases, pending complaints, pending W/A, crime, maintenance of any particular Register etc. This may either be recorded directly in the Inspection Register of the Unit or sent subsequently to the Unit as short Inspection Remarks, to be pasted in the Inspection Register. The supervisory Officer will ensure that the Unit sends him a Compliance Report, with a copy to the SP/ SRP/ CP, as the case may be.
3. This is applicable to all other Units including Batallions, where the concerned Senior Officers shall conduct short inspection of different aspects of Armed Police, Telecommunication, CID, IB etc.
4. It may please be noted that these short inspections are not to substitute Annual Inspections but only to supplement them.

**Sd/-**

**G.M.P.Reddy**

**Director General & Inspector  
General of Police,  
West Bengal**

{File No- ADM/C-159/14}

Regulation 806 of PRB provides that every SI after completion of eight years of service may sit for an examination in Law and Procedure and Criminology to make them eligible for promotion to the rank of Inspector. The same was subsequently changed vide Memo No. 1035-PL/PI/SC-5/99Pt. Dt.21<sup>st</sup> February, 2001 and Memo No. 1036-PL/PI/SC-5/99 pt. Dt. 21<sup>st</sup> February, 2001, which provide for a pre-promotional training. The successful completion of training is to be followed by a Range Board and DGPs Board for deciding the fitness of the SIs for promotion as provided in Appx XLIII of PRB Vol-II.

Note below Regulation 806 reads:

(i) This regulation does not apply in the case of Sub-Inspector belonging to the special Armed Force or Town Police or the Sub-Inspector employed as experts in the specialized branches of the Criminal Investigation Department, viz, Finger Print Bureau, Foot Prints, Note-Forgery, Handwriting and Arms and Photography, for promotion in the respective branches only.

The following guidelines should be followed for SIs employed as experts in the specialized branches of CID viz, Finger Print Bureau, Foot Prints, Note-Forgery, Handwriting (QDEB), Bomb Disposal Squad and Photography for their promotion to the rank of Inspector.

- i) The minimum qualifying period of service as SI for Promotion to the rank of Inspector should be six years.
- ii) The service records of the officer as well as their proficiency in the specialized branch may be assessed by a Board comprising of not less than 3 members to be appointed by DGP, W.B.
- iii) The promotion shall be in the respective specialized branch only and they shall not claim any posting or promotion in the general cadre of Inspector of Police.

Sd/-

**(G M P Reddy)**

**Director General & Inspector  
General of Police West Bengal**

**{File No- Per/GA-II-45/13}**

**Sub. Structure and Functioning of District POWC – AHTU – SJPU and MPB**

1. In partial modification of Police Order Nos. 6/05, 10/05, 09/10, 7/11 & 9/11, it is ordered that there will be a Protection of Women and Children Cell (POWC) in the Headquarter of every district / Commissionerate of West Bengal Police. It will be headed by 1 Inspector with at least 2 Sub Inspectors (of which at least one will be a lady), 2 ASIs and 2 Constables. The SP / Commissioner of Police of the district / Commissionerate may entrust the investigation of all important cases of atrocities against women to this Cell.
2. The POWC Cell will act as Nodal Agency for crime against women and children in the district / Commissionerate and will coordinate with West Bengal Women Commission, all State and National Commissions and all other concerned agencies of the State and Central Government under the direct supervision of District Superintendent of Police / Commissioner of Police.
3. This cell will also implement the directions given earlier vide Police Order No. 6/05 (subject – dealing with juveniles in conflict with law and children in need of care and protection and role of Police under Juvenile Justice (Care & Protection of Children) Act, 2000 & Juvenile Justice Rules 2007), in addition to looking after crimes against women. This Cell will also work as Special Juvenile Police Unit (SJPU) under the Act.
4. POWC Cell will also act as the district Anti Human Trafficking Unit (AHTU). It will perform all functions of the district AHTU as described in MHA advisory ( F No. 15011/06/2009-ATC dated 09.09.2009 & 10.09.2010 on Preventing and Combating Human Trafficking in India). The AHTU will mandatorily take over the investigation of cases of children who are missing for more than 4 months (as per order of Hon'ble Supreme Court in Bachpan Bachao Andolan – vs- Union of India in WP (C) No. 75/2012 and will also take up all other important cases of trafficking of women and children in the district which may be endorsed by district SPs.
5. The Inspector Missing Persons Bureau (MPB) of the district will be the ex-officio Inspector SJPU and Inspector AHTU and will head the POWC as mentioned in Para (1).
6. Dy. SP DEB of the district will be the Nodal Officer to supervise all these sections and will be responsible for implementation of all Special Acts, MHA guidelines and orders of Ld Courts relating to Women & Children in the district. He will be assisted by his own ministerial setup of the Enforcement Branch of the district in his function as the nodal officer.

Wherever sanction for the post of Dy. SP, DEB does not exist, SP/CP will nominate a suitable Dy. SP / ACP as the nodal officer to supervise the functioning of all these cells.

7. The Dy. SP DEB and ex-officio nodal officer of AHTU, SJPU and MPB will also be the supervisory Dy. SP of all the Women Police Stations, Women Help Desks, Women Helpline or any such other unit / entity present in the district police organization for addressing grievances of distressed women and children under Additional SP Headquarter of the district.
8. He will be responsible for organizing fortnightly training and sensitization of Child Welfare officers and all other officers of the district on guidelines, statues and Court orders regarding issues of women and children.
9. SPs / CPs will review all cases investigated by this unit (POWC-AHTU-SJPU-MPB) in their crime conference every month.
10. SPs / CPs will ensure that any point of time, at least 90% of the district officers and 100% of the Child Welfare Officers have attended at least one such training module at the district Headquarter apart from such trainings at other training institutes of the State or Central Government.
11. SPs/CPs will also take steps to declare every PS as child-friendly by ensuring that the OCs implement JJ Act and JJ Rules and concerned guidelines in letter and spirit.

Sd/-

**(G M P Reddy)**

**Director General & Inspector  
General of Police West Bengal**

{File No- Adm/C-253/14}

**WEST BENGAL POLICE DIRECTORATE BHABANI BHABAN, ALIPUR,  
KOLKATA -27**

**Police Order No 07 of 2014**

**Dated 30.08.2014**

The State Govt. have sanctioned the creation of 1<sup>st</sup> India Reserve Battalion vide GO No.7279-PL/PB/3P-51/2001 dated 5/11/2001 and 2<sup>nd</sup> India Reserve Battalion vide Go. No. 5941-PL/PB/3P-02/03 dated 27/10/2005 in West Bengal Police to tackle serious Law & order problems and to provide support to the local Police force in dealing with anti-LWE/terrorist activities in whatever shape which may take place different in parts of the state.

At present, 1<sup>st</sup> IR Battalion is located at Bidhannagar, Durgapur-6, Dist. Burdwan under the command and control of Commandant and under supervision of DIG (AP) Durgapur and 2<sup>nd</sup> IR Bn. is located at Pintail Village, PS- Pradhannagar under Siliguri Police Commissionerate under the command and control of Commandant and under the supervision of DIG(AP) North Bengal, Siliguri in West Bengal.

**Background :-**

In his letter No.II-27011/102/2000 –PF. II (IV) dated 18/07/2001 the Under Secretary, Ministry of Home Affairs, Govt. of India conveyed the sanction of the President of India for raising of one India Reserve Battalion by Govt. of West Bengal. In view of the above, Governor has been pleased to accord approval to raising of one India Reserve Battalion(1<sup>st</sup>) in this state vide GO No. 7279-PL/PB/3P-51/2001 dated 5/11/2001 and creation of posts for manning the 1<sup>st</sup> IR Bn. vide GO No. 2689-PL/PB/3P-51/2001 dated 28/05/2002.

Govt. of India conveyed their concurrence to the raising of one more India Reserve Battalion (2<sup>nd</sup>) in West Bengal vide their letter No.II-27011/10/2003-PF-11 (VI) dated 08/10/2003. In view of the above Governor has been pleased to accord sanction to the raising of 2<sup>nd</sup> India Reserve Battalion in this state and also accord sanction to the creation of the following posts for manning the 2<sup>nd</sup> IR Bn. of West Bengal vide GO No.5941-PL/PB/3P-02/03 dated 27/10/2005.

## Sanction strength of IR 1<sup>st</sup> BN and IR 2<sup>nd</sup> BN.

### A. Executive

Sl No.	Name of the Post	No.
1.	Commandant	1 (one)
2.	Assistant Commandant	3 (three)
3.	Dy.S.P.	7 (seven)
4.	Inspector (including one for wireless)	8 (eight)
5.	Sub Inspector (including two for wireless)	25 (twenty five)
6.	A.S.I (including four for wireless)	182 (one hundred eighty two)
8.	Constable (including 26 for wireless)	701 (seven hundred one)

### B. Ministerial

Sl No.	Name of the Post	No.
1.	Head Clerk	1 (one)
2.	Clerk	5 (five)
3.	Steno	1 (one)

### C. Group –D

Sl No.	Name of the Post	No.
1.	Water Carrier	15 (fifteen)
2.	Sweeper( KARMA BANDHU)	15 (fifteen)
3.	Cook	24 (twenty four)
4.	Dhobi	8 (eight)
5.	Barber	7 (seven)

### D. Medical Staff

Sl No.	Name of the Post	No.
1.	M.O.	1 (one)
2.	Pharmacist	2 (two)
3.	Nursing Assistant	1 (one)

\* Head Constables has been redesignated as ASI as per Order of DG & IGP WB vide Memo no. 183(97) Per/A/Per/A-48/99(Pt.-II) dated 31.01.2005.

\*\* Sweeper Renamed as KARMA BANDHU vide Memorandum No. 3421 –F (P) dated 30<sup>th</sup> June' 2014 of Finance (Audit) Department, Government of West Bengal, Nabanna, Howrah.

**Function:-**

IR Bns. are elite force to handle serious Law and Order problems and to support local police in dealing with anti –LWE / terrorist activities in whatever shape they may occur. The force may essentially be used for following functions:-

- (i) To neutralize LWE / Terrorist threat in specific area
- (ii) Raid on a hostile hideouts
- (iii) Rescue of hostages.
- (iv) Cordoning and search operations.
- (v) Combing operations.
- (vi) Ambush and counter ambush operations.
- (vii) Long route patrolling.
- (viii) Anti-LWE operations, VVIP /VIP security, Raids on hostile hideouts, Cordon and Search Operations, Long Range Patrolling, Road opening patrol.

IR Battalions have been raised as a specialized force which is capable of handling hazards and adversities in the society and as such the force shall have the following qualities:-

- i) Quick response time.
- ii) Rapid Action.
- iii) Good physical condition, carry special equipments and modern arms and ammunition including non-lethal equipments and build operational efficiency of highest order through continuous training.
- iv) Capability to handle sophisticated weapons and use of field tactics.

**Structure:-**

Sl No.	Name of the Post	No.
1.	Inspector	01(One)
2.	S.I.	03(three)
3	ASI	18(eighteen)
4	Constable	90(ninety)

The IR Battalion will be divided into 07(seven) companies, each company will consist of 3(three) platoons and 01 platoon will be consists of 3(three) sections. As such the strength of a company will be as follows:-

In addition, 01(one) ASI each will act as company major, Quarter Master and for koth. Further, one constable each will be deployed for koth, company munshi, office orderly of company commander and for buglor.

## **Training:-**

The total duration of training of the recruits of India Reserve Battalion will be 18(eighteen) months and will be divided into two Phases of 09(nine) months duration each. Phase - (I) will be the basic training & Phase - (II) will be the attachments to Army and other CPMFs, CIF Durgapur or CIAT, Salua Paschim Medinipur.

Phase - (I) training will be divided into Leg-1 of 6 months duration and Leg-2 of 3 months duration. A two weeks mid-term break will be given to the recruits at the end of first Leg of training to visit their home, relax and return to the centre. After the completion of the Phase - (I) of the training an examination will be conducted for the recruits, as per guidelines of MHA , vide No.II-27011/10/2003-PF.II/VI dated 08/10/2003.

## **Tenure and Promotion policy:-**

The personnel of IR Bn., could be transferred or inter changed with the SAPs if considered desirable .This transferability will be utilized for upgrading the skills and training of SAP Bns. as per MHA policy guidelines vide No. II-27011/102/2000-PF. II (IV) dated 18/07/2001 of Para number 5.2.

All the constables of the Battalion shall serve ordinarily for not more than 5 (five) years excluding training period. After completion of 5(five) years tenure they may be transferred out to the different SAP Battalions and this transfer will be on the basis of consideration of their age and phase wise. They will be integrated into West Bengal Police set up. After completion of 03 (three) years service in SAP Bn., Constables may be posted in different districts / units. Vacancies resulting from transfer of constables from IR Bn., may be filled-up by newly trained recruit constables who may be additionally trained either by CIAT, Salua Paschim Medinipur, CIF, Durgapur, Burdwan, ARMY or CPMF.

ASI's of IR Bn. may be transferred out after 05(five) years tenure in IR Bn. Vacancies may be filled up by newly promoted constables to the rank of ASI's.

Sub Inspectors after 05 (five) years service in IR Bn. may be replaced by directly recruited Sub Inspectors.

However, personnel with an unsatisfactory record or for other special reasons to be specified may be taken out before the expiry of their tenure. The promotion policy of the Constables of IR Bn. will be the same like as constables of SAP / District or other units of West Bengal Police which has been communicated vide guidelines of MHA F. No. II -27011/22/2000-PF.II/IV (Police II Division) dated 26/07/2011.

## **Deployment:-**

As an elite force personnel of IR Bn. may not be detailed for routine duties. This force has been created for Anti-LWE operation, VVIP/VIP Security, raids or hostile, hideouts, cordon and search operations, long range patrolling, road



opening patrol, Ambush and Counter Ambush. The IR Bn. is elite force to handle serious Law & Order problems and to provide touch support to the local Police force in dealing with anti-LWE activities and militant of any other organization. They should be deployed on the order of West Bengal Police Directorate and the period of deployment should be clearly specified. The deployment must be in concurrence with their functions.

### **Authorization of Arms, Ammunitions, Wireless Equipments and Transport :-**

One IR Bn must be equipped with the following weapons and wireless equipments.

#### **Arms**

<b>Sl.No.</b>	<b>Arms.</b>	<b>Qty.</b>
i)	7.62 SLR	675
ii)	9 mm Pistol	59
iii)	9mm Carbine	160
iv)	5.56 mm LMG	18
v)	51 mm Mortar	18
vi)	7.62 mm SLR (with special tube attachment)	18

#### **Ammunitions**

<b>Sl.No.</b>	<b>Ammunition</b>	<b>Qty.</b>
i)	7.62 Ball for SLR -@100 Rounds	: 69300 Rounds (including 1800 rounds for 7.62 mm SLR Rifles with special tube attachment)
ii)	9 mm ball for pistol @ 24 Round	: 1416 Rounds.
iii)	9 mm Ball for Carbine @ 100 Round	: 16000 Rounds
iv)	5.56 ball for LMG @200 Rounds	: 3600 Rounds.
v)	51 mm ball Mortar @12 Rounds	: 216 Rounds.

#### **Wireless Equipment**

<b>Sl. No.</b>	<b>Item</b>	<b>Qty.</b>
i)	HF Sets	: 02
ii)	Duplex Sets	: 02
iii)	20 W VHF Sets	: 30
iv)	Computer Sets	: 02
v)	2 W VHF Sets	: 65
vi)	Secondary Batteries	: 72

## Other Equipment

Sl. No.	Item	Qty.
i)	GPS Navigator	02 per platoon
ii)	GPS Tracker	01 per PL
iii)	Night Vision Devices	01 per PL
iv)	Field Binoculars	01 per PL
v)	TG Gun(Trancken Gun)	01 per PL
vi)	TG Shells	12 shells per gun
vii)	Stun Grenades	04 per PL

## Transport

Sl. No.	Item	Qty.
i)	Jeeps	: 07
ii)	Minibus	: 09
iii)	Buses	: 10
iv)	Trucks	: 05
v)	Motor-Cycles	: 03
vi)	Ambulance	: 01
	<b>Total</b>	<b>35</b>

This authorization of Arms, Ammunitions, Wireless equipments and Transport for utilization of personnel of IR Bn. is in concurrence with MHA guidelines vide No. II-27011/22/2000-PF.II dated 21/09/2000.

### **Authorization of Non lethal Weapons, Munitions and Protective gear (As per Arming Policy):**

Arming in Non lethal munitions and equipping with protective gear should be done in graduated manner with regard to cost and capability of forces of IR Bn. The personnel o of the said Bn. must be properly equipped with Non Lethal Weapons & Munitions including Protective gear.

### **Scale of issues of Non Lethal Weapons and Munitions is indicated below:**

1	12 Bore Pump Action Gun	: 01 Per PL
2	0.303" Riot Gun	: 01 Per PL
3	Gas Gun	: 01 Per PL
4	TS Shell (tear smoke shell)	: 16 Per Gun
5	Grenade	: 18 Per PL
6	38 mm Rubber Bullet	: 60 Per Gun
7	MBC (Multi Batton Cartridge)	: 06 Per Gun

8	SPAD (Self Protection Aerosol Device)	:	03 Per PL
9	12 Bore Ctg	:	60 Rds. Per Gun
10	0.303" Plastic Pellet	:	60 Rds. Per Gun
11	0.303" Blank Ctg.	:	60 Rds. Per Gun

**Monitoring & performance evaluation:** - Commandants will be primarily responsible for ensuring operational efficiency of force of highest order through continuous training and take pro-active measures to keep discipline & morale of the force of a high order. Supervising DIG'(s) shall visit the IR Battalion atleast once in every two months. During such visits, matter relating to performance of duty, training, infrastructural requirements, maintenance of various duties, welfare and the morale of the force should be reviewed. Commandants of battalions shall submit a monthly report to Director General & Inspector General / Additional Director General & Inspector General, Armed Police on the utilization and performance of IR Bn personnel in a Performa prescribed by the DG & IGP Armed Police, WB.

Sd/-

G. M. P. Reddy

Director General & Inspector General  
of Police, West Bengal

{File No- ORG-115/02(Pt-III)}

Subject: Format for writing Progress Reports for Special Report Cases.

1. Appendix XV of Police Regulations Bengal (PRB) Vol. 2 lists the type of cases which should be treated as Special Report Cases. PRB Regulation 1116 lays down instructions in respect of Special Reports in such cases of crime.
2. Henceforth, Progress Reports (PRs) in Special Report cases will be submitted in the enclosed format. In the format, the Progress Report II is stated to be initiated by Circle Inspector (CI) as it is the usual custom. However, if the Progress Report is initiated by any other officer (SDPO, ACP, Addl SP etc), the format for the Circle Inspector will be applicable to such other officer also.
3. It is clarified that many points given in the format may become irrelevant for some type of cases. Similarly there may be many steps of investigation depending upon a particular case which have not been included in the format. As such this format may be altered only to that extent to make it relevant for the type of crime, on which the Special Report is being written.
4. This supercedes Police Order No. 5 of 2011.

Sd/- 2.9.2014

(G.M.P. Reddy)

Director General & Inspector  
General of Police, West Bengal.

**Special Report Cases**  
**Progress Report - II**

SR No.....

PS.....

Case No. .... Date: ..... U/  
S.....

Date of occurrence .....

Name of the IOs with dates (1) .....(2).....

Name of the OCs with dates (1) .....(2).....

Name of the CI\* with dates (1) .....(2)..... (\*officer,  
writing PR)

Date of local supervision by CI .....

**1. FIR**

- CI should mention about the information received at the Police station, corresponding GD entries, receipt of formal complaint and gist of FIR.
- He should specially point out the strength & weaknesses of FIR such as mention of accused persons in FIR, mention of the fact that complainant will be able to identify the unknown accused persons from their physical descriptions as well as their wearing apparels and special features noted if any, source of light in the night, identification marks in the stolen property, faces of accused being covered etc. Delay in lodging FIR if any, and whether it has been properly explained.
- In case of rape, molestation cases etc, CI should mention whether the statement of Victim Girl has been recorded by Women Police Officer and whether it has been video graphed. Also whether statement of victim girl has been recorded u/s 164 CrPC and gist there of. Similarly it should be clarified whether other provisions as given in sec 154 CrPC have been followed or not.

**2. Visiting the Place of occurrence and other places**

This paragraph should cover the description of the Place of occurrence.

CI should also mention

- Whether the sketch map has been prepared by the I.O. as per Regulation 273 of PRB.

- Whether marks of violence noticed at P.O. particularly in case of offences affecting human-body.
- Whether the P.O. was guarded till such time when its examination from all angles including professionals from FSL/ other public authority completed.
- Whether photographs of scene of crime taken. If so, name of photographer, who should be examined.
- Seizure of property or material evidence from the PO as well as the follow up action taken on such seizure such as sending them for the expert opinion. Whether the expert report received, if so then gist of expert opinion.
- Whether any forensic expert (or fingerprint expert) was called at the PO for examination, if so, gist of the expert report thereof and/or other follow up action.
- Any other facts gathered with follow up action.

### 3. Examination of witnesses

- CI will give the names and addresses of the witnesses (with mobile number wherever available) whose statements have been recorded U/S 161 CRPC (along with the dates of the examination) followed by the gist of the facts gathered from such statement. CI should impress upon the I.O. to cross verify the statement of important witnesses wherever required. He should mention whether I.O. has done the same or not. If any witness has to be further examined on certain vital aspects not covered, he should indicate the same.
- Special mention should be made of witnesses whose statements have been recorded Judicially including the gist of their deposition.
- If any article has been seized from the witnesses, it should be mentioned along with the subsequent follow up action if the same has been sent for the expert examination etc.
- CI should also mention whether videography of the examination of important witnesses has been done as per Section 161(3) of CrPC.
- CI should also mention the name of other witnesses who should also be examined, as per requirement.

### 4. Details of accused and Search, Seizure and Arrest.

CI should mention the details of search, raid and arrest of accused persons.

Details of accused should be given in following format :-

Sl. No	Name & Address with aliases, if any	Name transpired from *	If arrested, date of arrest	No. of days in PC, if taken	At present JC/PC/ CB	Past criminality (case reference)	Whether accused identity & address verified

\*(e.g. FIR named, source information, statement of witnesses etc)

CI should mention

- The gist of the facts obtained from the statement given by the accused persons during interrogation.
- The seizure from the accused persons and follow up action, if sent for expert examination and gist of expert opinion.
- Whether seizure lists have been prepared following provisions of CrPC.
- The requirement of TI parade and result thereof.
- The requirement of material TI parade in respect of stolen recovered property and result thereof.
- Potency test and report of Medical officer (in rape cases).
- The statements of accused recorded U/S 164 Cr. PC including gist of such deposition.
- If the accused is absconding whether I.O obtained order of W/A and W.P.& A. from Ld. Magistrate & its execution to compel the appearance of wanted accused before concerned court of law.
- Other relevant matters.

## 5. Medical Examination / autopsy

a) Medical examination of victim (rape, molestation etc.)

CI should mention about the

- Medical examination of the Victim Girl (in rape etc. cases), opinion of the Medical Officer, seizure of articles handed over by the Medical Officer, sending of the same to F.S.L., opinion of expert etc.
- If there is any delay in examination of Victim Girl, reason thereof.

b) Autopsy & report

CI should mention the

- Date of Post Mortem examination and also whether any videography was done during autopsy.
- The opinion given by the autopsy surgeon as well as subsequent follow up actions, if any including preservation of viscera and sending of the same to FSL authority for expert opinion and collection of report as well as collection of final opinion regarding cause of death from concerned autopsy surgeon.

c) Injury Report

d) Other reports

**6. Other steps of Investigation**

CI should mention other matters relating to investigation such as

- In case of Crime against property, similar cases recorded during the last 3 years and the accused involved including their present whereabouts or livelihood.
- Cell phone analysis and the facts revealed from that.
- Lie-detector test.
- Whether mandatory sanctions, required under different Acts e.g. Arms Act/ Explosives Act/ P.C. Act etc for prosecution, have been applied for & obtained from the competent authority.
- Whether IO has the requisite rank to investigate the case.
- Whether due effort has been given by I.O./O.C./I.C. of concerned PS to record dying declaration of victim observing stipulated procedure, if applicable.
- Any other relevant matters including CCTV footage of an incident as available.

**7. Gist of the investigation**

On the basis of the facts mentioned hereinabove CI should analyze and narrate the facts revealed during the investigation starting from the FIR.

**8. Case Diaries on which this PR is based :** CD No & date to CD No & date.

**9. Instructions to the I.O.**

- (1)
- (2)
- (3)
- (4)

Date : .....

Signature

Place : .....

CI .....

**10. Comments of SDPO, Zonal Dy.SP**

- He will mention the date of supervision/ local supervision.
- He will critically analyse the steps taken by the IO and evidence adduced so far. He should give further instructions, if any. He will also mention whether he agrees with analysis & instructions given by CI. In case, he differs, he should mention the same in detail. He should also check the last C.D. submitted by I.O and incorporate this in his comments.



11. In similar fashion, other senior officers such as Addl. SP / SP or Range DIG will mention the date of supervision/ local supervision and offer their comments on the investigation and give further instructions, if any.

**Progress Report – III onwards**

SR No.....

PS.....

Case no ..... Date: ..... U/  
S.....

Date of occurrence .....

Name of the IOs with dates (1) ..... (2).....

Name of the OCs with dates (1) ..... (2).....

Name of the CI with dates (1) ..... (2).....

Dates of further supervision by CI .....

1. CI will open the Progress Report-III or subsequent Progress Reports by first noting down the instructions of previous Progress Reports (serially) which have not been followed till the writing of last PR.
  - He will mention the steps taken by the I.O. in order to follow the instructions.
  - CI will mention the relevant facts revealed during the investigation conducted by the I.O. since the writing of last PR.
  - At the end, CI will mention the unattended previous instructions which need to be followed plus any new instructions.
2. Senior officers will follow the same guidelines as in PR-II.
3. When the investigation is completed, CI will prepare memo of evidence along with the evidence chart in respect of each accused and send the same along with the PR for obtaining the permission to submit report in final form.
  - C.I may also give his opinion whether name of any accused person need to be included in Active Criminal List or any other P.S. record if not already existing.
  - Final PR should include information regarding communication of result of investigation of a case to the defacto complainant by O.C./I.C of a police station in terms of Order dated 05.05.2014 of DG & IGP, West Bengal sent to all vide W.B.P.D. Memo No. 2088 (30) – Adm/CR dated 07.05.2014.

**{File No- ADM/C— 392/14}**

**West Bengal Police Directorate Bhabani Bhavan,  
Alipore, Kolkata-700027**

**Police Order No. 09 of 2014**

**Date:- 11.11.14**

The State Government has been requested to sanction the creation of three (03) Companies of Lady Rapid Action Force (RAF) in West Bengal Police, each Company with the strength of 96 Lady Constables, vide Memo No.1643/ORG//ORG No.113/13(Pt.) dated 21.10.14 read with Memo Nos. 49/ORG//ORG No.113/13(Pt.) dated 21.01.14 and 1286/ORG//ORG No.113/13(Pt.) dated 07.08.14 of West Bengal Police Directorate.

In anticipation of Government Sanction, two Companies Lady RAF have been created having a strength of 96 each at SAP 10<sup>th</sup> Bn, Dabgram, Dist. Jalpaiguri and another at SAP 9<sup>th</sup> Bn., Sandhya, Krishnagar, Dist. Nadia, vide Memo No. 189(14)-ORG//ORG No.105/2013 dated 20.02.14 of West Bengal Police Directorate. Further, one (01) more Lady RAF Company has been created with Headquarter at SAP 7<sup>th</sup> Bn., Asansol, Dist. Burdwan vide Memo No. 1295(9)-ORG//ORG No.105/2013 dated 08.08.2014 of West Bengal Police Directorate.

2. These three (3) companies of Lady RAF shall function under the operational and administrative control of the respective Commandants.
3. Each Lady RAF company shall have three (3) self contained Platoons. Each Platoon shall have two Task Forces, that is, illustrated schematically as follows:

		Support Party
Platoon – 1 (Inspector-in-Charge)	Task Force-1 (SI-in-Charge) equipped with 3 Stun Grenade	i) 1 Agnivarsha vehicle fitted (Multi Barrel : 2 Launcher gun) With 64 Electric T.S. Shell 64 Electric Stun Shell  ii) Gas Gun : 1 With 8 T.S.Shell,4 Electric Stun Shell, 4 duel shell)  iii) Grenade : 2 6-3 way, 6 – Stun, 6-Stringer, 3-SPAD (Self Protection Aerosol Device)  iv) Armed Party : (1-3) (As per para 7.4 of ARMING POLICY vide Memo No. 651(130)EQ/ARM//EQ/ARM- 36//11 dated 10.05.2012)
	Task Force - 2	2 Lathi Party : (1-8) (1-8)

4. Protective Gear: Lady RAF is specialised mob disposal Task Force. Thus they should be equipped with helmets with visors, tactical goggles, strap on chest guard with a complete ensemble of knee, elbow and ankle protections, superior shoes, good quality polycarbonate shields and lathis as per guidelines contained in para 8 of Memo No. 651(130)EQ/ARM//EQ/ARM-36//11 dated 10.05.2012 of DG&IGP, West Bengal of 'Arming Policy'.
5. All other instructions, terms and conditions will be same as enunciated in two Police Orders namely Police Order 3 of 1999 and Police Order 1 of 2000 which were issued to specify the formation and functioning in respect of working of RAF.

Sd/-

( G.M.P.Reddy )

Director General & Inspector  
General of Police, West Bengal

{File No- ORG-113/13(Pt)}

**Subject:- Role and responsibilities of Pilot Car / Lead Security Mobile Car**

The basic duties and objectives of the Pilot car engaged in VIP/ PP (Protected Person) duty are as noted below :-

- i) To have prior knowledge of the route being taken and keep information about all the enroute sensitive / important spots.
- ii) To provide safety and security to the VIP/PP.
- iii) To indicate the way and act as the lead security car and be on the lookout for threats while on the move (applicable in case of VVIP advance Pilot).
- iv) To conduct anti-sabotage check (primarily visual/ physical) of the road by travelling over it in advance.
- v) To inform and alert the officer in charge of escort car (if provided) through R/T etc. about the situation ahead.
- vi) To alert the police deployed on route.
- vii) To see that there is no obstruction on the route and to get things rectified.
- viii) To warn opposite traffic and people to keep on to their side of the road.
- ix) To keep in contact with control room / Police Station and collect information about situation on the route ahead.

Note:- Officer & force of pilot car will not ordinarily close on the PP's Car as it will be done by PSOs & the personnel of the Escort Car. Officers & Force in Pilot Car are not to provide security coverage to PP until asked for, if PSO & Escort Car are there.

2. In the case where escort car is not available, following clarifications are being issued :

- i) Whenever the car of the PP stops, it is the duty of the pilot officers and constables to get down the pilot car immediately and provide the security to the PP. Under no circumstances they should remain seated, if PP car stops, except in case of traffic snarl. However, if the traffic snarl of jam is severe, then also they will get down to provide security to the PP as well as to clear the traffic.

It is clarified that if the PP vehicle stops at a railway level crossing, pilot officer and force will get down and provide security to the PP.

- ii) Pilot car will regulate its speed as per the speed of PP car so that both cars remain in visual contact. Pilot car may travel 60-75 meters (depending upon

the speed of PP car) ahead of PP's car. If the PP's car slows down, the pilot car will also reduce the distance. When normal speed is resumed, the pilot car will again maintain its previous distance. But in no case, pilot car will exceed the maximum speed permissible as per the traffic rules applicable.

- iii) If any PSO of the PP is travelling in the PP Car, pilot officer should exchange telephone numbers with him in advance for easy communication with the PP Car. It is the responsibility of DIB and Control Room to collect the telephone number of the PSO and communicate it to RI in advance, who will in turn communicate to Pilot officer. When pilot car is changed (while on move) due to change in the district jurisdiction etc., it is the duty of pilot officer to inform the telephone number of the PSO and car details (including Registration Number) in which PP is travelling to the next pilot officer over RT before the change over takes place.
  - iv) It is the duty of the RI to ensure that there is a list of telephone numbers of all the Police Stations as well as senior officers, available in the pilot car. Similarly Telecom personnel will ensure that RT set is functioning properly. Pilot officer will check the same & satisfy himself before taking up the duty. Pilot Officer should always remain in touch with the Control Room.
  - v) It is the duty of the pilot officers to get in touch with the local Police Stations or senior officers immediately in case of any emergency.
  - vi) Pilot car should follow the traffic rules. To illustrate a few –
    - Pilot vehicle should remain in the speed limit.
    - Pilot vehicle should not jump the red light of the traffic signal.
    - Pilot officer should not sound the hooter when it is not required. Hooter should be strictly avoided in Silent Zone.
    - Pilot vehicle should not move through the wrong lane unless a specific arrangement has been made for that.
    - Pilot officer should overtake the other vehicles following the traffic guideline only.
    - Pilot car should keep in mind that PP's car is following it. Overtaking should be resorted only if both cars can do so. Else there remains a chance that PP car may hit a vehicle coming from opposite direction.
  - vii) Pilot officer must not approach the PP for granting the reward.
3. An experienced and knowledgeable police officer in uniform should be deputed for the duty of pilot officer along with a suitable number of police personnel ,

suitably armed. In areas affected with extremist or hostile activities, the staff and firepower in the pilot car may be strengthened.

4. Duties of pilot cars being very important as it relates to safety & security of the PPs, SPs are advised to brief at least once every quarter all the pilot officers, pilot drivers and other concerned officers personally on this matter. Additional SP / DSP should interact with pilot officers, drivers and other concerned officers every month to brief them and to discuss with them any other issues relating to pilot duty. Both these briefings can be done by organising in-service training classes. Further, RI should brief pilot police personnel before every important duty.
5. Above instructions are not exhaustive. As per the local conditions, the SPs/CPs may issue necessary additional guidelines.

Sd/-

(G.M.P Reddy)

Director General & Inspector General  
of Police, West Bengal

**(File No- ORG-105/2014)**

## Arming Policy

Arming Policy vide Memo No: 651(130)EQ/ARM  
EQ/ARM- 36/11

date: 10.05.2012

**Para 7.4 Rapid action Force Coys:** - (Which is specialized Mob Dispersal Task Force, drawing its inspiration from the RAF from CRPF) may be equipped with an Agnivarsha (a tripod mounted 6 Barrel Tear Gas Gun), 64 Electric TS shell and 64 Electric Stun Shell. 01 Gas Gun per PL with eight TS Shell, 04 Dual Shell, 04 Stun Shell may be issued for RAF Force. Apart from the each Platoon may be equipped with 6(six) 3way Grenade 06(six) 3 Way Grande 6(six) Stun Grenade, 06(six) Stringer Grenade and SPAD 03 consisting of 06 Task Force, with 04 Task Force each consisting of two heads with GAS Gun & Two Lob Grenade and Two RSX Forces manning the Agnivarsha. 18 Stun Grenade is also proposed @ 03 per Sub Inspector in charge of the 06 Task Forces to assist forward lathi Chage to scatter the crowd or as protection against sudden encirclement of Police personnel by the crowd.

**Para 8 Protective gears:** Modern Police Forces lay a great emphasis on adequate protective gear for its riot control police forces both as a deterrent to the crowd and as an assurance to the police personnel that they can engage the crowd with much less fear or injury and thus much less panic. These could include helmets with visors, tactical goggles, strap on chest guards with a complete ensemble of knee, elbow and ankle protections, superior shoes, good quality polycarbonate shields and lathis.

## Notes



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